

**Department of State**

**Bureau of Educational and Cultural Affairs (ECA) Request for**

**Grant Proposals:** Pan-Africa Youth Leadership Program

**Announcement Type:** New Cooperative Agreement

**Funding Opportunity Number:** ECA/PE/C/PY-13-44-OY-B

**Catalog of Federal Domestic Assistance Number:** 19.415

**Key Dates:**

**Application Deadline:** May 22, 2013

**Executive Summary:** The Office of Citizen Exchanges, Youth Programs Division, of the Bureau of Educational and Cultural Affairs announces an open competition for the Pan-Africa Youth Leadership Program. Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to provide secondary school students and adult educators the opportunity to explore the primary themes of civic rights and responsibilities, leadership development, respect for diversity, and community engagement through three-week French and English language exchanges in the United States. Support for individual or small group follow-on projects in the home communities of the exchange alumni will complete the program. A total of 110-130 participants will travel to the United States in up to six separate, mixed-country delegations from sub-regions of Sub-

Saharan Africa in calendar year 2014. ECA funding will support the planning and implementation of U.S.-based programming, including homestays with American families, and participant international travel. Participating U.S. Embassies will recruit, screen, and select the participants and support program alumni, in coordination with the award recipients. Pending the availability of funds, it is the Bureau's intent to award two to three cooperative agreements, each for one base year plus two option years for an estimated total amount of \$3,600,000. Please see section II, Award Information below for additional details.

#### **I. Funding Opportunity Description:**

##### **Authority:**

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act.

The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the

United States and the other countries of the world." The funding authority for the program above is provided through legislation.

**Purpose:** The Pan-Africa Youth Leadership Program offers secondary school youth (ages 15-18) and a small number of adult educators from countries in Sub-Saharan Africa the opportunity to engage in intensive, thematic exchanges in the United States focusing broadly on the primary themes of civic rights and responsibilities, leadership development, respect for diversity, and community engagement. Subthemes that explore these overarching themes should be added, such as entrepreneurship and employment, the environment (wildlife and/or climate change), and/or public health (healthy living).

Youth Leadership Programs offer an examination of democratic principles and U.S civil society and provide leadership development training. Participants engage in workshops on leadership and service, community site visits related to the program themes and subthemes, interactive training, presentations, visits to high schools, local cultural activities, and other activities designed to achieve the program's stated goals, while living with American families for a significant period of the exchange. Additional opportunities for participants to interact meaningfully with their American

peers must be included. Follow-on activities with the participants are an integral part of the program, as the students apply the knowledge and skills they have acquired by planning service projects in their home communities.

The program goals are to:

- 1) Promote mutual understanding between the people of the United States and the people of Africa;
- 2) Prepare youth leaders to become responsible citizens and contributing members of their communities; and
- 3) Foster relationships among youth from different ethnic, religious, and national groups.

The program objectives are for participants to:

- 1) Demonstrate a better understanding of the elements of a participatory democracy as practiced in the United States;
- 2) Demonstrate critical thinking and leadership skills; and
- 3) Demonstrate skill at developing project ideas and planning a course of action to bring the projects to fruition.

The primary program themes, including illustrative examples, are listed below:

- 1) Civic Rights and Responsibilities (citizen participation, grassroots democracy and rule of law);

- 2) Youth Leadership Development (team building, public speaking, negotiation, goal setting and project planning);
- 3) Respect for Diversity and Tolerance (ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities); and
- 4) Community Engagement (social/corporate responsibility, volunteerism, and philanthropy).

Applicant organizations must focus on these primary themes and should present a program plan that allows the participants to thoroughly explore civic education in the United States in a creative, memorable, and hands-on way.

One of the following subthemes that explore these overarching themes must be added:

- Entrepreneurship and Employment
- Environment (wildlife conservation and/or climate change)
- Public Health (healthy living)

These subthemes will illustrate the more abstract concepts of the primary themes. For example, the secondary theme of the environment can be used to examine how a group of individuals can start a recycling campaign in their community, thus demonstrating leadership, volunteerism, and civic engagement.

The secondary theme should be integrated into most aspects of the program, including workshops, presentations and community service.

A successful program will nurture the participants' leadership development and equip them with the knowledge, skills, and confidence to become citizen advocates. Successful applicants will present a plan to engage the participants in issues of concern in their schools and communities upon their return home.

Using these goals, objectives, and themes, applicant organizations should identify their own specific and measurable outputs and outcomes based on the project specifications provided in this solicitation. Proposals should indicate how recipients will achieve the short-term program objectives, and how these objectives will contribute to the achievement of the stated long-term goals.

**Project Outline:**

Total funding for the project (base year) is approximately \$1,200,000, pending the availability of funds. ECA anticipates awarding two to three cooperative agreements to U.S. organizations to design and implement five or six three-week U.S.-based exchanges for approximately 110-130 participants from

eligible countries in Sub-Saharan Africa (please see list of eligible countries below). This program will include both English language and French language exchanges. Should the number of participants indicate that a sixth exchange program be offered, the additional exchange will be in French.

Each discrete exchange delegation will include mixed country cohorts from Sub-Saharan Africa sub-regions. Delegations will comprise 18 to 30 participants from at least four countries. The size of the delegations may vary in size depending on the number of participating countries and candidates that are nominated and selected for each country cohort, but a typical delegation may be about 24 participants. Applicants should indicate the extent of their flexibility in accommodating this number of participants, both programmatically and financially.

Applicants may apply to conduct one, two, or three U.S.-based exchanges primarily in calendar year 2014. The Bureau encourages applicants to consider implementing two or three exchanges. The Bureau also encourages applicants to consider applying for the French language exchanges; ECA anticipates implementing at least two of the exchanges in French. Applicants must explicitly state within their proposals the

number and the language of the exchanges they propose to implement.

**Please note:** All project activities of the French language exchanges must be conducted in or interpreted into French. French interpretation should be provided by individuals who have previous experience and/or demonstrated skill in this area. Proposal budgets must include expenses for interpretation/translation, as required.

**Eligible Countries:**

Each delegation will comprise at least four countries.

Participating countries may include:

Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Chad, Democratic Republic of the Congo (DRC), Cote d'Ivoire, Ethiopia, Gabon, Ghana, Guinea, Kenya, Liberia, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Republic of Congo, Rwanda, Senegal, Sierra Leone, South Africa, South Sudan, Sudan, Swaziland, Tanzania, The Gambia, Togo, Uganda, Zambia, and Zimbabwe.

**Participants:**

U.S. Embassies in the participating countries will recruit, screen, and nominate the participants; the award recipient will



not be involved in participant selection. It is anticipated that at least three participants will be selected from each country.

Youth participants will be high school students aged 15 to 18 years old who have demonstrated leadership aptitude, an interest in community service, and in the program theme, and have at least one year of high school remaining. Each exchange delegation will also include adult participants who are teachers, trainers, or community leaders who work with youth and have demonstrated an interest in assisting youth to become productive and responsible members of society. They will have the role of exchange participant, chaperone, and post-exchange mentor. It is anticipated that there will be approximately three adult educators per delegation (one for every 8-10 students). **Please note:** While each delegation will include a small number of adult educators, not every country cohort will include an adult educator. The Program Office will work with participating U.S. Embassies on the composition of each exchange delegation.

Participants selected for the English language exchanges must have sufficient English language proficiency to participate fully in interactions with their host families and their peers

and in educational activities. The Francophone participants will not be required to have English proficiency; applicants, therefore, should give careful thought to either providing French language programming or French language interpretation for these exchanges. Additionally, the award recipients should plan to place the participants in host families where at least one member speaks French.

**Organizational Capacity:**

Applicant organizations must demonstrate their capacity for conducting international youth exchanges, focusing on three areas of competency: (1) provision of projects that address the goals, objectives, and themes outlined in this document; (2) age-appropriate programming for youth; and (3) previous experience working on programs in the region. Organizations must demonstrate their capacity to manage a complex, multi-phase program with several separate exchange projects. Applicants need not have organizational capacity in the participating countries, as the U.S. Embassies will serve as the in-country partner.

**U.S. Embassy Involvement:**

U.S. Embassies will recruit, screen, and nominate participants beginning in fall 2013 or early 2014. The ECA Program Office

will select the participants for each exchange. In addition to recruitment, U.S. Embassies will provide pre-departure briefings, facilitate visas, and oversee follow-on alumni projects. Once a cooperative agreement is awarded, the recipient must consult regularly with the Public Affairs Section at the U.S. Embassy in the partner countries to implement the project and coordinate participants' international airline tickets. The U.S. award recipients will also be responsible for preparing materials for the pre-departure briefings and providing follow-on support to participants.

**Guidelines:**

Pending the availability of funds, it is anticipated that the cooperative agreement will begin on or about September 1, 2013. The award period will span approximately 18 months, as appropriate for the applicant's program design. Planning and preparation will start in fall 2013, and the exchanges will take place at various points primarily in calendar year 2014.

Applicants should propose the period of the exchange(s) in their proposals, but the exact timing of the project and dates of the exchanges may be altered through mutual agreement between the Department of State and the award recipients, particularly given the number of participating African countries and varying

academic calendars. Applicants should delineate within their proposals any programming modifications that would need to be made to accommodate adjusted exchange timeframes (for instance, activities planned for a summer exchange may need to be adapted should the exchange be moved to the fall). The successful applicant will demonstrate flexibility regarding exchange dates, delegation sizes, and country combinations.

The Bureau reserves the right to reduce, revise, or increase proposal project configurations, budgets, and participant numbers in accordance with program needs and the availability of funds. In addition, the Bureau reserves the right to adjust the participating countries should conditions change in the partner country or if other countries are identified as Department priorities.

It is anticipated that the average cost of each exchange will be approximately \$200,000 - \$250,000, depending on the size of the delegations and countries included. Costs for the French language exchanges may fall on the higher end of this range due to the added cost for French interpretation. It is recommended that potential applicants call the Program Officer listed in this solicitation to review participant numbers for proposed exchanges.

The award recipient will be responsible for the following, which should be described in detail in the proposal:

Orientations: Provide pre-departure materials and information about the U.S. program to assist the U.S. Embassies, participants, and their families in preparation for the exchange. Conduct orientations for those participating from the host communities, including host families.

Additionally, conduct a welcome orientation upon arrival to the United States and closing session to summarize the project activities and prepare participants for their return home.

Logistics: Manage all logistical arrangements, including international and domestic travel, ground transportation, accommodations, group meals, French interpretation (if applicable), and disbursement of pocket money.

Exchange Activities: Design and plan three weeks of exchange activities that provide a creative and substantive program that develops both the youth and the adult participants' knowledge and skill base in civic education, community service, and youth leadership development. The exchanges will take place in no more than two or three locations so that the participants have

time to familiarize themselves with a community. The academic and extracurricular components will focus primarily on interactive activities, practical experiences, and other hands-on opportunities that provide a substantive project on the specified program themes. Some activities should be school and/or community-based, and the projects will involve as much sustained interaction with American peers as possible (for both the youth and adult participants). Participants will explore leadership through activities such as project planning, team building, and public speaking. Cultural, social, and recreational activities will balance the schedule. Adult participants must also be provided with ample opportunity to engage in activities specifically geared to developing their professional development skills during the exchange, in addition to joint activities with youth participants.

Applicants should arrange a short visit to Washington, D.C. during the exchange, so that participants can explore the U.S. capital and American government institutions. The Washington, D.C. visit must include substantive exchange activities (such as site visits to youth or community organizations and/or interactive workshops), in addition to cultural and recreational activities. The visit should also provide participants with an

opportunity to meet Department of State representatives during the stay.

Monitoring: Develop and implement a plan to monitor the participants' safety and well-being while on the exchange and to create opportunities for participants to share potential issues and resolve them promptly. The award recipients will be required to provide proper staff supervision and facilitation to ensure that the teenagers and adult participants have safe and pedagogically rich programs. Staff, along with the adult participants, will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed. For the safety and security of the participants, applicants must comply with the monitoring and supervision requirements, as well as the host family screening requirements, outlined in the POGI.

Follow-on Activities: Plan and implement activities in the participants' home countries, in coordination with the U.S. Embassies, particularly by facilitating continued engagement among the participants, advising and supporting them in the implementation of community service projects, and offering opportunities to reinforce the ideas, values and skills imparted during the exchange as Department of State alumni. Exchange

participants should return home from the exchange prepared to conduct projects that serve a need in their schools or communities. To amplify program impact, proposals should present creative and effective ways to address the project themes, for both program participants and their peers, and present plan for connecting participants with the youth-serving or youth-centered resources available in their home countries.

Applicants should describe in detail their plans for implementing follow-on activities, as well as methods for monitoring and reporting project results and impact. While virtual follow-on activities are encouraged, proposals should also specifically address alternative ways to support alumni without reliance on the Internet and technology, which may not be accessible to all participants.

U.S. Embassies will assist award recipients in overseeing follow-on activities and may arrange occasional in-person alumni gatherings, where possible. However, the award recipient should be prepared to take the lead on maintaining on-going correspondence with participants, monitoring program activities, and providing guidance to participants as they conduct their follow-on projects.



Evaluation: Design and implement an evaluation plan that assesses the short- and medium-term impact of the project on the participants as well as on host and home communities.

**Please note:**

In a cooperative agreement, the Department of State is substantially involved in program activities above and beyond routine grant monitoring. The Department's activities and responsibilities for the Pan-Africa Youth Leadership Program are as follows:

- 1) Provide advice and assistance in the execution of all program components.
- 2) Manage overseas participant recruitment and selection, provide pre-departure briefings, and oversee follow-on activities in coordination with the award recipient.
- 3) Issue DS-2019 forms and J-1 visas. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program.
- 4) Facilitate interaction within the Department of State, to include ECA, the regional bureau, and overseas posts.
- 5) Arrange meetings with Department of State officials in Washington, D.C., as appropriate, and the participating countries.

- 6) Approve all program materials, including publicity materials and the calendar of exchange activities.
- 7) Monitor and evaluate the program, through regular communication with the award recipient and possibly one or more site visits.
- 8) Perform an annual performance evaluation/review.  
  
Satisfactory performance is a condition of continued administration of the program and execution of all option years.

Proposal narratives should include a brief commitment to implement the program for the base year, plus two additional option years, pending successful performance and availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration, and participant numbers would be similar when/if the subsequent option years are exercised.

**Additional Information:**

Award recipients will retain the name "Pan-Africa Youth Leadership Program" to identify their project. All materials, publicity, and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau

will retain copyright use of and be allowed to distribute materials related to this program as it sees fit.

Award recipients must inform the ECA Program Officer and participating U.S. Embassies of their progress at each stage of the project's implementation in a timely fashion, and will be required to obtain approval of any significant program changes in advance of their implementation. Close collaboration with the U.S. Embassies and with ECA is expected at each project stage.

Proposals must demonstrate how the stated objectives will be met. The proposal narrative should provide detailed information on the major project activities, and applicants should explain and justify their programmatic choices. Projects must comply with J-1 visa regulations for the International Visitor and Government Visitor category. Please be sure to refer to the complete Solicitation Package - this RFGP, the Project Objectives, Goals, and Implementation (POGI), and the Proposal Submission Instructions (PSI) - for further information.

## **II. Award Information:**

**Type of Award:** Cooperative Agreements. ECA's level of involvement in this program is listed under number I above.

**Fiscal Year Funds:** FY-2013 - \$1,200,000 (base year), FY-2014 - \$1,200,000 (option year one), FY-2015 - \$1,200,000 (option year two)

**Approximate Total Funding:** \$3,600,000. This figure represents base year plus two option years in total, pending successful performance and availability of funds.

**Approximate Number of Awards:** Two to three

**Approximate Average Award:** \$400,000

**Floor of Award Range:** \$200,000

**Ceiling of Award Range:** \$750,000

**Anticipated Award Date:** Pending availability of funds, September 1, 2013

**Anticipated Project Completion Date:** Approximately 18 months after the onset of the award, to be determined by the applicant according to its program design.

**Additional Information:**

Cooperative agreements will be awarded for a period of approximately 18 months (base year) with the option for two additional 18 month periods (option years one and two). ECA will notify the recipient of our intention to exercise or not to exercise an option year in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise option years will depend

both on the satisfactory performance of the recipient and the availability of funds.

### **III. Eligibility Information:**

#### **III.1. Eligible applicants:**

Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

#### **III.2. Cost Sharing or Matching Funds:**

There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for

determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

### **III.3. Other Eligibility Requirements:**

a) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making multiple awards in amounts exceeding \$130,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition. The Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

b) Proposed sub-award recipients are also limited to grant funding of \$130,000 or less if they do not have four years of experience in conducting international exchanges.

c) Organizations may submit only one proposal (total) under this competition. If multiple proposals are received from the same applicant, all submissions will be declared technically

ineligible and will be given no further consideration in the review process.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

#### **IV. Application and Submission Information:**

**Note:** Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

##### **IV.1. Contact Information to Request an Application Package:**

An electronic application package may be obtained from grants.gov. Please see section IV.3f for further information.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation. It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific

information, award criteria and budget instructions tailored to this competition.

Please specify Program Officer Sarah Shields and refer to the Funding Opportunity Number ECA/PE/C/PY-13-44-OY-B located at the top of this announcement on all other inquiries and correspondence.

**IV.2. To Download a Solicitation Package Via Internet:**

The entire Solicitation Package may be downloaded from the Bureau's website at <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

**IV.3. Content and Form of Submission:** Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f.

"Application Deadline and Methods of Submission" section below.

**IV.3a.** You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies



business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access

<http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

**IV.3b.** All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

**IV.3c.** All federal award recipients must maintain current registrations in the System for Award Management (SAM) database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding

Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

**IV.3d.** Please take into consideration the following information when preparing your proposal narrative:

**IV.3d.1 Adherence To All Regulations Governing The J Visa:**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative

agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper

maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://jlvisa.state.gov> or from:

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
SA-44, Suite 668  
301 4th Street, SW  
Washington, DC 20547

#### **IV.3d.2. Diversity, Freedom and Democracy Guidelines:**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants

are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on incorporating diversity into your proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

#### **IV.3d.3. Program Monitoring and Evaluation:**

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with

the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of

outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP:

- 1) **Participant satisfaction** with the program and exchange experience.
- 2) **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
- 3) **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
- 4) **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.



**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups).

Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**IV.3d.4. Virtual Exchange Component:** ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

**IV.3d.5.** Describe your plans for: i.e. sustainability, overall program management, staffing, coordination with ECA and PAS or any other requirements etc.

**IV.3e.** Please take the following information into consideration when preparing your budget:

**IV.3e.1.** Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

**For competitions that will be renewed through the option year, applicants must submit:**

- 1) the SF-424A which must include the budget request amount for the base-year of the program;
- 2) a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance). The narrative should also include a brief commitment to implement the program for the base year, plus two additional option years, pending successful program performance and availability of funds; and
- 3) an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the

anticipated total duration of programming (base year, plus two option years).

**To exercise the option year mechanism the recipient will be required to submit:**

- 1) timely quarterly performance and financial reports;
- 2) a request in writing to ECA in advance of the expiration of the current program year. Additional details will be provided in the initial award agreement;
- 3) a summary budget that projects program expenses through the end of the current year;
- 4) a detailed budget outlining both administrative and program expenses for the requested option year; and
- 5) a brief narrative to support the continuation of the award.

**The ECA Grants Officer and Program Officer will:**

- 1) closely monitor the recipient's performance through site visits, desk audits, mandatory quarterly performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional option years. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made).

2) review and evaluate all mandatory quarterly program and financial reports.

- a) All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional option years.
- b) Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.

The ECA Grants Officer and Program Officer will review and advise of ECA's approval or disapproval of the response before issuing subsequent option years.

**IV.3e.2.** Allowable costs for the program are outlined in the POGI.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

**IV.3f. Application Deadline and Methods of Submission:**

Application Deadline Date: Wednesday, May 22, 2013

Reference Number: ECA/PE/C/PY-13-44-OY-B

Methods of Submission:

Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

**PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov**

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your

internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: [support@grants.gov](mailto:support@grants.gov)

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**



**IV.3g.** Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

**V. Application Review Information:**

**V.1. REVIEW PROCESS**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (cooperative agreements) resides with the Bureau's Grants Officer.

**REVIEW CRITERIA**

Technically eligible applications will be competitively reviewed according to the criteria stated below.

**1) Quality of the program idea:** Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the institution will meet the program's objectives and plan. The proposed program should be creative and age-appropriate, respond to the design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail. Proposals should also include a plan to support participants' community activities upon their return home.

**2) Program planning:** A detailed agenda and work plan should clearly demonstrate how project objectives would be achieved. The agenda and plan should adhere to the program overview and guidelines described above. The substance of workshops, seminars, presentations, school-based activities, site visits, and follow on project planning should be described in detail.

**3) Support of diversity:** The proposal should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (program venue and the recruitment and selection of host families) and program content (orientation

and wrap-up sessions, program meetings, resource materials and follow-up activities).

**4) Institutional capacity and track record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program goals. The proposal should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

**5) Program evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.

**6) Cost-effectiveness and cost sharing:** The applicant should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions, which demonstrates institutional and community commitment.

## **VI. Award Administration Information**

### **VI.1. Award Notices:**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and sent to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

### **VI.2. Administrative and National Policy Requirements:**

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments".

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<http://fa.statebuy.state.gov>

**VI.3. Mandatory Reporting Requirements:**

You must provide ECA with an electronic copy of the following required reports:

- 1) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The performance reports (PPR) must be submitted electronically to the Grants Office at [reportseca@state.gov](mailto:reportseca@state.gov) with a copy sent to the Program Officer. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/> . Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.
- 2) A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all program performance reports.
- 3) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 4) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the

award. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.

- 5) If the Competition will allow for the exercise of Option Years, applicants must be placed on a mandatory quarterly program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.
- 6) Quarterly program and financial report guidelines will be sent once an award is made.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to IV.3.d.3 Application and Submission Instructions above for Program Monitoring and Evaluation information).

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

**All reports must be sent to the ECA Grants Officer and ECA Program Officer listed in the final assistance award document.**

**VII. Agency Contacts:**

For questions about this announcement, contact: Sarah Shields, Youth Programs Division, ECA/PE/C/PY/T, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20522-0503, by telephone 202-632-9261, fax 202-632-9355, or e-mail ShieldsSD@state.gov

All correspondence with the Bureau concerning this RFGP should reference the above title and reference number ECA/PE/C/PY-13-44-OY-B

Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.



**VIII. Other Information:****Notice:**

The terms and conditions published in this RFGP are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the RFGP does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section VI.3 above.

Ann Stock

April, 4, 2013

Assistant Secretary

Bureau of Educational and Cultural Affairs

U.S. Department of State